
**Questions to and Answers from the Office to Monitor and Combat
Trafficking in Persons (TIP Office) about its 2020 Full Proposal Funding
Opportunity**

ELIGIBILITY

Q. Who is eligible to apply for funding?

A. Only selected applicants that participated in the 2020 Stage One process and received an invitation from the TIP Office are eligible to apply for an award under this funding opportunity.

LOGISTICS

Q. How much funding does the TIP Office have for 2020?

A. All awards under this announcement are pending the availability of funds.

Q. How much money will be allocated to each region or country?

A. The final amount allocated for each country and region will depend on many factors, including the quality of applications received and the nature of the proposed activities.

Q. What is the maximum number of awards?

A. The number of awards depends on the availability of funds and the quality of applications received.

Q. What are the expected funding dates?

A. The TIP Office expects to award the funds to successful applicant(s) by March 2021.

Q. Is there a limit to the number of proposals that can be submitted by a single applicant?

A. Applicants invited to submit full proposals may only submit one proposal that builds on the initial SOIs submitted in September 2020.

Q. Where can I find specifics regarding projects previously funded by the TIP Office?

A. Applicants are encouraged to look to our website, <https://www.state.gov/tip-office-project-descriptions/>, for information on TIP Office-funded projects from prior years.

CONTENT

Q. What has changed in this notice of funding opportunity?

A. Please note there have been significant changes in this funding opportunity, including sections on risk, monitoring and evaluation, and the inclusion of a pre-gap analysis narrative. The changes are meant to help applicants work through the program design standards. Applicants should read the funding opportunity and guidelines carefully when preparing their proposal.

Q. May an applicant include footnotes in the project narrative?

A. Yes, an applicant may include footnotes within the project narrative. However, the footnotes will be included within the character count limit.

Q. Are organizations eligible to receive indirect funds?

A. Regarding indirect costs, organizations without a Negotiated Indirect Cost Recovery Agreement (NICRA) agreement may account for a maximum of ten percent (10%) of these expenses as indirect costs when submitting a budget; please note this 10% de minimus rate is in accordance with 2 CFR 200.414(f).

Organizations with NICRA agreements may account for indirect costs as a lump sum for the relevant percentage of funding as permitted by the NICRA. For organizations that do not have a NICRA and elect not to use the de minimus rate, identified “overhead costs” must be charged as direct costs.

Q. If an applicant proposes a partnership with government, civil society, another NGO or a PIO, does the partnership agreement have to be finalized or in writing at the time of the application?

A. Proposed partnerships should be referenced in the proposal to ensure that they are considered in the review, but partnerships need not be formalized at the time the proposal is submitted.

Q. Who should be listed as the authorized certifying official on the SF-424B?

A. The “certifying official” is the person within your organization who can / will sign the grant award if an award is made. This could be the organization’s director, a project manager, or grants coordinator, for example. This is also the only point of contact who will receive information regarding the status of the application.

Q. Would it be acceptable to make changes to the budgets that were originally submitted along with the Statements of Interest when submitting the full proposals?

A. It is acceptable to make changes to the budgets that were originally submitted along with the Statements of Interest when submitting the full proposals. However, the total budget should not increase more than 10% of what was originally proposed. This leaves flexibility for movement between proposed budget lines, but again, the ten percent cap is on the total funding increase.

Q. Would it be feasible to include cost-share in the final proposal even if such a modality was not originally identified in the SOI (while making sure to keep within the budget parameters discussed in previous messages)? Are there any restrictions on having other governments provide cost-share?

A. It is feasible to include cost-share in the final proposal, even if it was not identified in the SOI. Other governments may provide cost-share, but it is important to keep in mind that cost share funds still fall under J/TIP’s award and as such are subject to the terms and conditions of the award (e.g., the funds are still subject to Leahy vetting if used on an activity with police trainings). Cost share must be appropriately tracked and expenditures available for viewing by J/TIP upon request.

Q. Is there any restriction with regard to the cost share (e.g. *max. amount*)?

A. No, there is no cap on cost share, but applicants must be able to clearly justify the quantity of funding they plan to allocate to a sub-grantee and explain why that funding is being allocated.

Q. May an organization that was selected to submit a full proposal also be an implementing partner in another proposal for the same funding opportunity?

A. The TIP Office does not have any restrictions that would prevent an applicant from also being an implementing partner in another proposal under the same funding opportunity.

Q. May an organization identify a partner that was not previously identified in the SOI?

A. An organization may identify a partner in the full proposal that was not previously identified in the SOI.

Q. May an organization remove a partner from their full proposal that was previously identified in the SOI application?

A. While there are no guidelines that prevent an applicant from removing a partner that was previously listed in their SOI application, please note that the SOI application was selected to move forward to submit a full proposal based on the components that were originally included.

Q. We understand the TIP Office wants our Theory of Change to be submitted as an attachment. May we submit other attachments?

A. Applicants should include the theory of change as an “if, then” statement in the proposal narrative template. Applicants must also submit a theory of change in a diagram, chart, table, or visual as an additional attachment. Applicants are not allowed to submit additional attachments other than the theory of change.

APPLICATION SUBMISSION

Q. How do I unlock my SAMS Domestic account or change my SAMS Domestic password? What should I do if I encounter difficulty using the SAMS Domestic website?

A. Unfortunately, the TIP Office is unable to unlock SAMS Domestic account or reset passwords. For assistance with SAMS Domestic (<https://mygrants.service-now.com/grants>) please contact the ILMS Support Desk at 1-888-313-4567 (toll free for international callers) or submit a ticket using the ILMS Self Service Portal (<https://afsitsm.service-now.com/ilms/home>). Please let us know if you have any questions by emailing JTIPGrants@state.gov.

Q. What does an application include?

A. To ensure fairness, all applicants will have an equal chance to describe their proposed project. Detailed information on formatting requirements and more can be found in the funding opportunity.

Q. We are experiencing difficulty requesting a DUNS number.

A. For information and assistance with DUNS numbers, please contact the Help Desk via phone at **866-705-5711** or via email at govt@dnb.com. In your message, provide your contact information and a brief description of the problems you are experiencing.

Q. May an organization apply to work in a country where the organization is not physically present?

A. Yes, an organization may propose to work in a country where they do not currently have a physical presence.

Q. If an organization proposes a partnership with another organization, do all parties need to obtain a DUNS number, or only the applicant?

A. For the purpose of filling out the SF 424s and submitting an application, the only DUNS number required is that of the applicant – the principle organization which is requesting funding.

Organizations proposing partnership or sub-award agreements in their proposals are advised that their partners may obtain a valid DUNS number in anticipation of selection for funding, as this information may be required for sub-award agreements.

Q. May two organizations or more organizations jointly submit an application?

A. No, there must be a single applicant. While applicants may designate one or more partner organizations as sub-recipients, there may only be one primary award recipient.

COMPETITIVE REVIEW

Q. How does the TIP Office decide which proposal(s) to fund?

A. Following the submission deadline, all proposals will be screened to determine whether they meet the technical requirements stated in this announcement. As a reminder, the TIP Office will only consider proposals that meet the very specific requirements outlined in the funding opportunity. Following the technical review, a formal content review of each full proposal that passes the technical review will commence. An intra- and interagency panel will review proposals for funding consideration. The panel will consider each proposal's merits as well as applicable limitations on U.S. foreign assistance. Panel recommendations will be presented to the Ambassador for the Office to Monitor and Combat Trafficking in Persons for consideration.

Q. Are applicants required to submit a hard copy original signature with their proposal via mail?

A. No, only an electronic signature submitted via SAMS Domestic is required. No applications or supplemental documents are required via mail - only the items listed in the instructions on the solicitation.

Q. Where may I find additional advice about preparing the full proposal application?

A. The TIP Office must ensure a fair, transparent, competitive grants process.

No one from the Office or other Department of State personnel, including Embassy personnel, may advise you on the content of your application.

Persons with additional questions about the requirements of the solicitation may contact JTIPGrants@state.gov.